



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVE
NEW ORLEANS, LA 70114-1500

Canc: Sep 2016

ForBul 5420

G-1

JUL 02 2015

FORCE BULLETIN 5420

From: Commander
To: Distribution List

Subj: MEMBERSHIP REQUIREMENTS FOR FISCAL YEAR (FY) 2016 SELECTION
BOARDS

Ref: (a) MCBul 5420 of 13 May 2015
(b) MARADMIN 238/05

- Encl: (1) Marine Forces Reserve Fiscal Year 2016 Selection
Board Dates
(2) Fiscal Year 2016 4th Marine Division Selection Board
Requirements
(3) Fiscal Year 2016 4th Marine Aircraft Wing Selection
Board Requirements
(4) Fiscal Year 2016 4th Marine Logistics Group Selection
Board Requirements
(5) Fiscal Year 2016 Force Headquarters Group Selection
Board Requirements
(6) Fiscal Year 2016 Headquarters Battalion, Marine Forces
Reserve Selection Board Requirements
(7) Fiscal Year 2016 Enlisted Membership Selection Board
Requirements
(8) Board Membership Questionnaire with photo
(9) CMC Selection Boards Statement of Understanding

1. Situation

a. Per the guidance contained in reference (a), Marine Forces Reserve (MARFORRES) is tasked to provide nominees to serve as board members on those Fiscal Year (FY) 2016 selection boards identified in enclosure (1). These boards include Active and Reserve FY 2016 promotion, school selection, command screening, and retention boards.

b. Enclosure (1) lists FY 2016 selection boards and anticipated convening dates. Enclosures (2) through (6) prescribe the selection board requirements for Headquarters Battalion, MARFORRES and each Major Subordinate Command (MSC) of MARFORRES. Enclosure (7) provides the Senior Enlisted board requirements and is managed by the Force Sergeant Major. Enclosures (8) and (9) are the prescribed documents for all nominations.

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2. Mission. As directed by Headquarters Marine Corps (HQMC), MARFORRES will fulfill FY 2016 selection board requirements with qualified personnel from throughout the Force and submit nominations to the Commandant of the Marine Corps (CMC) by the deadlines established in reference (a).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The intent is to nominate only officers and Staff Noncommissioned Officers (SNCO) of the highest caliber to serve on these selection boards. This board experience will also serve to expand the professional qualifications of those chosen members. The future of our Corps requires that we select the best Marines for promotion, retention, school, or command.

(b) Once selected as a member or recorder for a selection board, this assignment will take precedence over other potential assignments unless otherwise approved by the Commander, Marine Forces Reserve (COMMARFORRES).

(2) Concept of Operations

(a) Quotas have been divided among 4th Marine Division (4th MarDiv), 4th Marine Aircraft Wing (4th MAW), 4th Marine Logistics Group (4th MLG), the Force Headquarters Group (FHG), and Headquarters Battalion, Marine Forces Reserve based on the board requirements and number of eligible personnel within each MSC. These quotas are depicted in enclosures (2) through (6).

(b) Nominations submitted by the respective MSCs must be received by MARFORRES G-1/Operations (G-1/Ops) by the date identified in the column listed "Nominations Due (CMFR)" outlined in enclosure (1). Upon consolidation of board nominees, MARFORRES G-1/Ops will present the Board Slate to COMMARFORRES. Upon approval, the names of the nominees will be forwarded to HQMC (MMOA-3). Once membership is approved by HQMC, the board members' names will be incorporated into the Board Precept. Statutory board precepts are required to be submitted by HQMC to the Secretary of the Navy for approval.

(c) Once selected for board membership or recorder duty by HQMC, nominee changes are highly discouraged because they are a significant disruption to the process and must be justified to HQMC. Therefore, MSCs must be prepared to justify any changes to the MARFORRES Chief of Staff.

b. Tasks

(1) MARFORRES G-1/Ops

(a) Track MARFORRES board membership requirements and ensure timely submission to HQMC (MMOA-3).

(b) Ensure board membership is reviewed and approved by COMMARFORRES.

(c) Notify MSC and board member within five working days of acceptance by CMC.

(d) Ensure Marine Reserve Orders Writing System (MROWS) orders are initiated for Reserve members within five working days after receipt of acceptance notification from Headquarters Marine Corps.

(e) Provide applicable billeting and reporting instructions to respective board members.

(f) Provide coordinating instructions for Defense Travel System (DTS) orders to Active Component (AC) and Active Reserve (AR) board members within five working days of acceptance of board membership nominations by CMC.

(g) "Fund/Approve" orders in MROWS for reserve component board members.

(h) Confirm the completion of order writing, booking of travel arrangements, and issuance of orders for each board member five working days prior to the convening date of the respective board.

(2) Major Subordinate Commands

(a) Prior to submission of nominees, screen each nomination package to ensure that only Officers and SNCOs of the highest caliber are nominated. Factors to consider during screening are:

1. All board members, recorders and assistant recorders must possess basic computer skills.

2. Officers inbound to, or outbound from a command within 60 days of the beginning date or ending date of a respective board should not be considered eligible for nomination.

3. Officers and SNCOs who are "select grade" for promotion are not eligible for board membership at the selected/frocked grade.

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4. Officers and SNCOs recommended as board members cannot serve on statutory boards of the same type during two consecutive years.

5. Officers and Enlisted members who have been the subject of an adverse fitness report are not eligible as voting members or recorders, regardless of component.

6. Nominated Selected Marine Corps Reserve (SMCR), Individual Mobilization Augmentee (IMA), or Individual Ready Reserve (IRR) members cannot exceed 17 cumulative active years of service (6,209 career retirement points) while serving on the board. Nominations of SMCR, IMA, or IRR members that will exceed 6,209 career active duty points will not be accepted.

(b) Certify each nomination by signing and dating the front page of the board questionnaire. The MSC Chief of Staff must certify nominations for all Colonels and above. The MSC G-1 must certify nominations for all Lieutenant Colonels and below.

(c) Submit selection board nominations to MARFORRES (G-1/Ops) by the date identified in the column listed "Nominations Due (CMFR)" outlined in enclosure (1). An application consisting of a Board Membership Questionnaire with photo (enclosure (8)) and a signed CMC Selection Boards Statement of Understanding (enclosure (9)) must be submitted for each nominee.

(d) Assist MARFORRES G-1/Ops in coordinating with subordinate units for the issuance of orders.

(3) Board Member

(a) Provide all application materials, to include Board Membership Questionnaire with photo (enclosure (8)), and a signed CMC Selection Boards Statement of Understanding (enclosure (9)). Applicants volunteering for Command Screening Boards must have been Command Screened and as a result will have to submit a Command Screened letter in addition to the above requirements.

(b) Upon notification of acceptance to the Board, coordinate order writing and travel arrangements with MARFORRES G-1/Ops.

(c) Notify your MSC and MARFORRES G-1/Ops of any situations that could prevent you from fulfilling your board assignment as soon as possible. The only authority that can relieve you from your board assignment is COMMARFORRES.

(d) Board members will print original orders from the MROWS module found in the Marine On-Line (MOL) system prior to

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executing travel. MROWS can be found under the Resources tab on the homepage of MOL.

c. Coordinating Instructions

(1) Once MARFORRES G-1/Ops receives approval from Headquarters Marine Corps of board nominees, respective MSCs will be notified within five working days of their list of approved nominees.

(2) Within five working days of notification from HQMC (MMOA-3), MARFORRES G-1/Ops will ensure that MROWS orders are initiated on each respective nominee.

(3) The confidentiality of board membership must be maintained. MSCs will not divulge the names of members of their command who have been either nominated or selected to serve on a selection board. Standard Naval Messages will not be released for matters involving board nomination or membership.

4. Administration and Logistics

a. All travel for AC/AR board members will be executed via DTS. HQMC will provide the appropriate Line of Accounting (LOA).

b. For SMCR, IMA, and IRR members orders will be issued as follows:

(1) Upon notification from HQMC (MMOA-3) of board membership selection, MARFORRES G-1/Ops will immediately notify the Board member and their respective MSC.

(2) With the exception of Marines serving on Partial Mobilization or Active Duty for Operational Support - Contingency Operations (ADOS-CO) Orders, MARFORRES G-1/Ops will initiate all reserve orders and make travel arrangements with the individual board member. MARFORRES G-1/Ops will contact subordinate units in order to authenticate orders in MROWS.

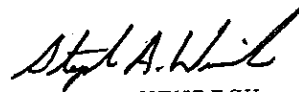
(3) Board membership orders for SMCR, IRR, and IMA members not presently serving on Partial Mobilization or ADOS-CO orders are funded by COMMARFORRES.

(4) Board membership orders will be issued in accordance with reference (b) for SMCR, IRR, and IMA members serving on Partial Mobilization or ADOS-CO Orders. Marines in this status will be issued a Request and Authorization for Temporary Duty of Department of Defense Personnel, DD Form 1610, citing the appropriation data contained on their current set of mobilization orders.

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5. Command and Signal

- a. Command. This bulletin is applicable to MARFORRES.
- b. Signal. This bulletin is effective the date signed.
- c. Points of Contact. G-1 Operations (504)697-7277/7265 or via
E-mail: MFR_SOURCING@USMC.MIL.



S. A. WENRICH
Chief of Staff

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Directives issued by this Headquarters are published and distributed electronically.

Subject Board	Nominations Due (CMR)	Nominations Due (HQM)	Convene Date	Duration	Board Member Quotas	DIV	FHG	MAW	MLG	HQBN	SETMAJ	Recorder Quotas (MSC)
FY17 Major USMC (Unrestricted) Promotion	1-May-15	26-May-15	26-Aug-15 3 Weeks		1	0	0	1	0	0	0	0
USMCR Major General Promotion	5-Jun-15	16-Jun-15	16-Sep-15 1 Day		0	0	0	0	0	0	0	1 (DIV) / 1 (MLG)
USMCR Brigadier General Promotion	18-Jun-15	29-Jun-15	29-Sep-15 1 Week		0	0	0	0	0	0	0	1 (DIV) / 1 (FHG)
FY17 USMCR Colonel and AS Colonel Promotion	24-Jun-15	6-Jul-15	6-Oct-15 3 Weeks		9	2	2	3	2	0	0	1 (MLG)
FY16 Active Reserve Officer Accession (1)	10-Aug-15	20-Aug-15	20-Oct-15 1 Week		0	0	0	0	0	0	0	1 (MAW)
FY16 USMC MSgt-SgtMaj Promotion	19-Jul-15	21-Jul-15	21-Oct-15 18 Weeks		2	0	0	1	0	0	1	0
AY16 Top Level School	19-Aug-15	1-Sep-15	1-Dec-15 3 Weeks		1	0	0	0	0	1	0	0
FY17 USMCR Major Promotion	2-Oct-15	13-Oct-15	12-Jan-16 3 Weeks		10	2	2	4	2	0	0	1 (FHG)
FY17 USMCR Lieutenant Colonel Promotion	8-Oct-15	20-Oct-15	20-Jan-16 7 Weeks		10	3	2	4	1	0	0	1 (FHG)
FY16 USMCR SNCO Promotion	16-Oct-15	27-Oct-15	27-Jan-16 7 Weeks		9	1	0	2	1	0	5	1 (DIV) 1 (FHG) 1 (MAW)
FY17 Captain USMC Promotion/Career Designation	22-Oct-15	2-Nov-15	1-Feb-16 3 Weeks		2	0	0	2	0	0	0	0
FY16 Active Reserve Officer Aviation Accession	20-Nov-15	3-Dec-15	3-Feb-16 1 Day		1	0	0	1	0	0	0	0
FY17 USMCR Captain/CWO Promotion	29-Oct-15	10-Nov-15	10-Feb-16 1 Week		11	2	0	6	2	1	0	1 (MAW) / 1 (MLG)
FY16 USMC G/Sgt Promotion	8-Jan-16	20-Jan-16	20-Apr-16 18 Weeks		1	0	0	0	0	0	1	0
FY16 Active Reserve Officer Accession (2)	16-Feb-16	25-Feb-16	25-Apr-16 1 Week		1	0	0	1	0	0	0	1 (DIV)
FY16 WO USMC Promotion	22-Jan-16	3-Feb-16	3-May-16 3 Weeks		2	0	0	0	1	1	0	0
FY18 USMC Marine Attache Selection Board*	25-Mar-16	6-Apr-16	6-Jun-16 1 Week		2	1	0	0	0	0	1	0
FY16 WO USMCR Promotion	25-Feb-16	7-Mar-16	7-Jun-16 2 Weeks		5	1	2	0	1	1	0	1 (FHG) / 1 (DIV)
FY17 Local USMC Command Screening Board	29-Mar-16	7-Apr-16	7-Jul-16 4 Weeks		2	1	0	1	0	0	0	0
FY16 Enlisted to Gunner Promotion	1-Apr-16	12-Apr-16	12-Jul-16 2 Weeks		1	1	0	0	0	0	0	0
FY17 USMC CWO Selection Board	20-Apr-16	9-May-16	9-Aug-16 2 Weeks		1	0	0	1	0	0	0	0
FY17 Local Reserve Command Screening	13-May-16	23-May-16	22-Aug-16 1 Week		6	3	0	1	1	1	0	0
FY18 Major USMC (Unrestricted) Promotion	13-May-16	23-May-16	23-Aug-16 3 Weeks		1	0	0	1	0	0	0	0
AY17 Reserve PVIE	10-Jun-16	20-Jun-16	19-Sep-16 1 Week		5	1	0	2	1	1	0	1 (MAW) / 1 (MLG)

* New Board

	Total	Members	Recorders
4th MARCH	23	18	5
FHG	12	8	4
4th MAW	35	31	4
4th MLG	17	12	5
HQBN	6	6	0
SETMAJ	8	8	0
Totals	101	83	18

Enclosure (1)

FY16 4th Marine Division Selection Board Requirements

MSC	Subject Board	LNNR	Rank	MOS	Spec Req	Reg/Res	Nominations Due (GMFR)	Nominations Due (HQMC)	Convene Date	Duration
DIV	USMCR Major General Promotion	Rec	Col	Any		Res	5-Jun-15	16-Jun-15	16-Sep-15	1 Day
DIV	USMCR Brigadier General Promotion	ARec	Maj	8006		Res	18-Jun-15	29-Jun-15	29-Sep-15	1 Week
DIV	FY17 USMCR Colonel and AR Col-Maj Promotion	8	Col	8041	GCBT	Res	24-Jun-15	6-Jul-15	6-Oct-15	3 Weeks
DIV	FY17 USMCR Colonel and AR Col-Maj Promotion	14	Col	8041	GCBT	Res	24-Jun-15	6-Jul-15	6-Oct-15	3 Weeks
DIV	FY17 USMCR Major Promotion	2	Col	8041	GCBT	Res	2-Oct-15	13-Oct-15	12-Jan-16	3 Weeks
DIV	FY17 USMCR Major Promotion	9	LtCol	8007	M/GCBT	Res	2-Oct-15	13-Oct-15	12-Jan-16	3 Weeks
DIV	FY17 USMCR Lieutenant Colonel Promotion	3	Col	8041	GCBT	Res	8-Oct-15	20-Oct-15	20-Jan-16	3 Weeks
DIV	FY17 USMCR Lieutenant Colonel Promotion	9	LtCol	8007	M/GCBT	Res	8-Oct-15	20-Oct-15	20-Jan-16	3 Weeks
DIV	FY17 USMCR Lieutenant Colonel Promotion	13	LtCol	8007	M/GCBT	Res	8-Oct-15	20-Oct-15	20-Jan-16	3 Weeks
DIV	FY16 USMCR SNCO Promotion	1	Col	Any	Sr	Res	16-Oct-15	27-Oct-15	27-Jan-16	7 Weeks
DIV	FY16 USMCR SNCO Promotion	ARec	Capt/Lt	8006		Any	16-Oct-15	27-Oct-15	27-Jan-16	7 Weeks
DIV	FY17 USMCR Captain/CWO Promotion	10	LtCol	8007	GCBT	Res	29-Oct-15	10-Nov-15	10-Feb-16	1 Week
DIV	FY17 USMCR Captain/CWO Promotion	14	Maj	8007	M/GCBT	Res	29-Oct-15	10-Nov-15	10-Feb-16	1 Week
DIV	FY16 Active Reserve Officer Accession (2)	Rec	Maj/Capt	8006		Any	16-Feb-16	25-Feb-16	25-Apr-16	1 Week
DIV	FY18 USMCR Marine Attache Selection Board	4	Col	Any		Res	25-Mar-16	6-Apr-16	6-Jun-16	1 Week
DIV	FY16 WO USMCR Selection	5	LtCol	8006		Res	25-Feb-16	7-Mar-16	7-Jun-16	2 Weeks
DIV	FY17 LtCol USMCR Selection	Rec	Capt	8006		Res	25-Feb-16	7-Mar-16	7-Jun-16	2 Weeks
DIV	FY17 LtCol USMCR Command Screening Board	15	Col	8041	GCBT	ACTIVE	29-Mar-16	7-Apr-16	7-Jul-16	4 Weeks
DIV	FY16 Enlisted to Gunner Promotion	5	LtCol	0302		ACTIVE	1-Apr-16	12-Apr-16	12-Jul-16	2 Weeks
DIV	FY17 LtCol Reserve Command Screening	3	Col	Any		ACTIVE	13-May-15	23-May-16	22-Aug-16	1 Week
DIV	FY17 LtCol Reserve Command Screening	6	Col	8041		Res	13-May-15	23-May-16	22-Aug-16	1 Week
DIV	FY17 LtCol Reserve Command Screening	7	Col	8041		Res	13-May-15	23-May-16	22-Aug-16	1 Week
DIV	FY17 Reserve PME	6	Col	8041		Res	10-Jun-16	20-Jun-16	19-Sep-16	1 Week

Enclosure (2)

MSC	Subject Board	LNNR	Rank	MOS	Spec Req	Reg/Res	Nominations Due (GMFR)	Nominations Due (HQMC)	Convene Date	Duration
MAW	FY17 Major USMC (Unrestricted) Promotion	16	LtCol	7506		ACTIVE	1-May-15	26-May-15	25-Aug-15	3 Weeks
MAW	FY17 USMCR Colonel and AR Col-Maj Promotion	4	Col	8042	FW	Res	24-Jun-15	6-Jul-15	6-Oct-15	3 Weeks
MAW	FY17 USMCR Colonel and AR Col-Maj Promotion	5	Col	8042	RW	Res	24-Jun-15	6-Jul-15	6-Oct-15	3 Weeks
MAW	FY17 USMCR Colonel and AR Col-Maj Promotion	7	Col	8042	RW	Res	24-Jun-15	6-Jul-15	6-Oct-15	3 Weeks
MAW	FY16 Active Reserve Officer Accession (1)	Rec	Maj/Capt	8006		ANY	10-Aug-15	20-Aug-15	20-Oct-15	1 Week
MAW	FY16 USMC Mgr-Sgt(Maj) Promotion	5	Maj	7506	RW	ACTIVE	10-Jul-15	21-Jul-15	21-Oct-15	8 Weeks
MAW	FY17 USMCR Major Promotion	3	Col	8042		Res	2-Oct-15	13-Oct-15	12-Jan-16	3 Weeks
MAW	FY17 USMCR Major Promotion	14	LtCol	7506	FW	Res	2-Oct-15	13-Oct-15	12-Jan-16	3 Weeks
MAW	FY17 USMCR Major Promotion	15	LtCol	7506	RW	Res	2-Oct-15	13-Oct-15	12-Jan-16	3 Weeks
MAW	FY17 USMCR Major Promotion	16	LtCol	7506	AR	Res	2-Oct-15	13-Oct-15	12-Jan-16	3 Weeks
MAW	FY17 USMCR Lieutenant Colonel Promotion	6	Col	8042		Res	8-Oct-15	20-Oct-15	20-Jan-16	3 Weeks
MAW	FY17 USMCR Lieutenant Colonel Promotion	7	Col	8042		Res	8-Oct-15	20-Oct-15	20-Jan-16	3 Weeks
MAW	FY17 USMCR Lieutenant Colonel Promotion	15	LtCol	7506	M/RW	Res	8-Oct-15	20-Oct-15	20-Jan-16	3 Weeks
MAW	FY17 USMCR Lieutenant Colonel Promotion	16	LtCol	7506	FW	Res	8-Oct-15	20-Oct-15	20-Jan-16	3 Weeks
MAW	FY16 USMCR SNCO Promotion	5	Maj	7506	RW	Res	16-Oct-15	27-Oct-15	27-Jan-16	7 Weeks
MAW	FY16 USMCR SNCO Promotion	6	Maj	7506	FW	Res	16-Oct-15	27-Oct-15	27-Jan-16	7 Weeks
MAW	FY16 USMCR SNCO Promotion	Rec	Capt	8006		ANY	16-Oct-15	27-Oct-15	27-Jan-16	7 Weeks
MAW	FY17 Captain USMC Promotion/Career Designation	8	LtCol	7506		ACTIVE	22-Oct-15	2-Nov-15	1-Feb-16	3 Weeks
MAW	FY16 AR Officer Aviation Accession	1	Col	8042	AR	Res	20-Nov-15	3-Dec-15	3-Feb-16	1 Day
MAW	FY17 USMCR Captain/CWO Promotion	7	LtCol	7506	FW	Res	29-Oct-15	10-Nov-15	10-Feb-16	1 Week
MAW	FY17 USMCR Captain/CWO Promotion	8	LtCol	7506	RW	Res	29-Oct-15	10-Nov-15	10-Feb-16	1 Week
MAW	FY17 USMCR Captain/CWO Promotion	9	LtCol	7506		Res	29-Oct-15	10-Nov-15	10-Feb-16	1 Week
MAW	FY17 USMCR Captain/CWO Promotion	15	Maj	7506	M	Res	29-Oct-15	10-Nov-15	10-Feb-16	1 Week
MAW	FY17 USMCR Captain/CWO Promotion	16	Maj	7506		Res	29-Oct-15	10-Nov-15	10-Feb-16	1 Week
MAW	FY17 USMCR Captain/CWO Promotion	17	Maj	7506	F	Res	29-Oct-15	10-Nov-15	10-Feb-16	1 Week
MAW	FY17 USMCR Captain/CWO Promotion	Rec	Maj	8006		ANY	29-Oct-15	10-Nov-15	10-Feb-16	1 Week
MAW	FY16 Active Reserve Officer Accession (2)	2	LtCol	7506	AR	Res	16-Feb-16	25-Apr-16	25-Apr-16	1 Week
MAW	FY17 LtCol USMC Command Screening Board	16	Col	8042		ACTIVE	29-Mar-16	7-Jul-16	7-Jul-16	4 Weeks
MAW	FY17 LtCol Reserve Command Screening	13	LtCol	7506	RW	ACTIVE	20-Apr-16	9-May-16	9-Aug-16	2 Weeks
MAW	FY17 LtCol Reserve Command Screening	10	Col	8042		Res	13-May-15	23-May-16	22-Aug-16	1 Week
MAW	FY18 Major USMC (Unrestricted) Promotion	16	LtCol	7506		ACTIVE	10-Jun-16	20-Jun-16	19-Sep-16	1 Week
MAW	AY17 Reserve PME	4	Col	8042		Res	10-Jun-16	20-Jun-16	19-Sep-16	1 Week
MAW	AY17 Reserve PME	5	Col	8042	M	Res	10-Jun-16	20-Jun-16	19-Sep-16	1 Week
MAW	AY17 Reserve PME	Rec	Capt	8006		ANY	10-Jun-16	20-Jun-16	19-Sep-16	1 Week

FY16 4th Marine Logistics Group Selection Board Requirements

MSC	Subject Board	LNNR	Rank	MOS	Spec Req	Reg/Res	Nominations Due (CMFR)	Nominations Due (HMC)	Convene Date	Duration
MLG	USMCR Major General Promotion	ARec	Maj	8006		Res	5-Jun-15	16-Jun-15	16-Sep-15	1 Day
MLG	FY17 USMCR Colonel and AR Col-Maj Promotion	15	Col	8040	AR/CSS	Res	24-Jun-15	6-Jul-15	6-Oct-15	3 Weeks
MLG	FY17 USMCR Colonel and AR Col-Maj Promotion	16	Col	8040	IMA/CSS	Res	24-Jun-15	6-Jul-15	6-Oct-15	3 Weeks
MLG	FY17 USMCR Colonel and AR Col-Maj Promotion	ARec	Capt	8006		Any	24-Jun-15	6-Jul-15	6-Oct-15	3 Weeks
MLG	FY17 USMCR Major Promotion	10	LtCol	8006	F/CSS	Res	2-Oct-15	13-Oct-15	12-Jan-16	3 Weeks
MLG	FY17 USMCR Major Promotion	12	LtCol	8006	M/CSS	Res	2-Oct-15	13-Oct-15	12-Jan-16	3 Weeks
MLG	FY17 USMCR Major Promotion	Rec	Maj	8006		Any	2-Oct-15	13-Oct-15	12-Jan-16	3 Weeks
MLG	FY17 USMCR Lieutenant Colonel Promotion	12	LtCol	8006	F/CSS	Res	8-Oct-15	20-Oct-15	20-Jan-16	3 Weeks
MLG	FY16 USMCR SNCO Promotion	9	CWO	Any	F	Res	16-Oct-15	27-Oct-15	27-Jan-16	7 Weeks
MLG	FY17 USMCR Captain/CWO Promotion	1	Col	8040/1	SR/CSS	Res	29-Oct-15	10-Nov-15	10-Feb-16	1 Week
MLG	FY17 USMCR Captain/CWO Promotion	13	Maj	8006	F/CSS	Res	29-Oct-15	10-Nov-15	10-Feb-16	1 Week
MLG	FY17 USMCR Captain/CWO Promotion	ARec	Capt	8006		Any	29-Oct-15	10-Nov-15	10-Feb-16	1 Week
MLG	FY16 WO USMC Promotion	2	LtCol	8006		ACTIVE	22-Jan-16	3-Feb-16	3-May-16	3 Weeks
MLG	FY16 WO USMCR Selection	12	Maj	8006	F	Res	25-Feb-16	7-Mar-16	7-Jun-16	2 Weeks
MLG	FY17 LtCol Reserve Command Screening	2	Col	8040	M	Res	13-May-15	23-May-16	22-Aug-16	1 Week
MLG	AY17 Reserve PME	7	Col	8040	F	Res	10-Jun-16	20-Jun-16	19-Sep-16	1 Week
MLG	AY17 Reserve PME	ARec	CWO	8006		Any	10-Jun-16	20-Jun-16	19-Sep-16	1 Week

Enclosure (4)

FY16 Force Headquarters Group Selection Board Requirements

MSC	Subject Board	LNRR	Rank	MOS	Spec Req	Reg/Res	Nominations Due (CMFR)	Nominations Due (HQM/C)	Convene Date	Duration
FHG	USMCR Brigadier General Promotion	Rec	LtCol	Any		Res	18-Jun-15	29-Jun-15	29-Sep-15	1 Week
FHG	FY17 USMCR Colonel and AR Col-Maj Promotion	11	Col	8040/41	M	Res	24-Jun-15	6-Jul-15	6-Oct-15	3 Weeks
FHG	FY17 USMCR Colonel and AR Col-Maj Promotion	13	Col	8040/41	F/CSS	Res	24-Jun-15	6-Jul-15	6-Oct-15	3 Weeks
FHG	FY17 USMCR Major Promotion	11	LtCol	8007	GC8T	Res	2-Oct-15	13-Oct-15	12-Jan-16	3 Weeks
FHG	FY17 USMCR Major Promotion	13	LtCol	8006	F/CSS	Res	2-Oct-15	13-Oct-15	12-Jan-16	3 Weeks
FHG	FY17 USMCR Lieutenant Colonel Promotion	4	Col	8041	GC8T	Res	8-Oct-15	20-Oct-15	20-Jan-16	3 Weeks
FHG	FY17 USMCR Lieutenant Colonel Promotion	11	LtCol	8007	GC8T	Res	8-Oct-15	20-Oct-15	20-Jan-16	3 Weeks
FHG	FY17 USMCR Lieutenant Colonel Promotion	ARec	Capt	8006		Res	8-Oct-15	20-Oct-15	20-Jan-16	3 Weeks
FHG	FY16 USMCR SNCO Promotion	ARec	Capt/Lt	8006		Any	16-Oct-15	27-Oct-15	27-Jan-16	7 Weeks
FHG	FY16 WO USMCR Selection	3	LtCol	8006	AR	Res	25-Feb-16	7-Mar-16	7-Jun-16	2 Weeks
FHG	FY16 WO USMCR Selection	11	Maj	8006	M	Res	25-Feb-16	7-Mar-16	7-Jun-16	2 Weeks
FHG	FY16 WO USMCR Selection	ARec	Capt	8006		Res	25-Feb-16	7-Mar-16	7-Jun-16	2 Weeks

Enclosure (5)

FY16 Headquarters Battalion, Marine Forces Reserve Selection Board Requirements

MSC	Subject Board	LNNR	Rank	MOS	Spec Req	Reg/Res	Nominations Due (CMFR)	Nominations Due (HQMCO)	Convene Date	Duration
HOBN	FY16 Top Level School	11	Col	Any		ACTIVE	19-Aug-15	1-Sep-15	1-Dec-15	3 Weeks
HOBN	FY17 USMCR Captain/CWO Promotion	4	LtCol	8007	AR/GCBT	Res	29-Oct-15	10-Nov-15	10-Feb-16	1 Week
HOBN	FY16 WO USMC Promotion	18	Maj	8006		ACTIVE	22-Jan-16	3-Feb-16	3-May-16	3 Weeks
HOBN	FY16 WO USMCR Selection	4	LtCol	8006	AR	Res	25-Feb-16	7-Mar-16	7-Jun-16	2 Weeks
HOBN	FY17 LtCol Reserve Command Screening	9	Col	8042	AR	Res	13-May-15	23-May-16	22-Aug-16	1 Week
HOBN	FY17 Reserve PME	2	Col	8040	AR	Res	10-Jun-16	20-Jun-16	19-Sep-16	1 Week

Enclosure (6)

MSC	Subject Board	LNNR	Rank	MOS	Spec Req	Reg/Res	Nominations Due (CMFR)	Nominations Due (HMMC)	Convene Date	Duration
SGTMAJ	FY16 USMC MSgt-SgtMaj Promotion	12	SgtMaj	8999		ACTIVE	10-Jul-15	21-Jul-15	21-Oct-15	8 Weeks
SGTMAJ	FY16 USMC SSGT-SgtMaj Promotion	13	SgtMaj	8999		Res	16-Oct-15	27-Oct-15	27-Jan-16	7 Weeks
SGTMAJ	FY16 USMC SSGT-SgtMaj Promotion	14	SgtMaj	8999	M	Res	16-Oct-15	27-Oct-15	27-Jan-16	7 Weeks
SGTMAJ	FY16 USMC SSGT-SgtMaj Promotion	15	SgtMaj	8999		Res	16-Oct-15	27-Oct-15	27-Jan-16	7 Weeks
SGTMAJ	FY16 USMC SSGT-SgtMaj Promotion	18	MGSgt	Avn		Res	16-Oct-15	27-Oct-15	27-Jan-16	7 Weeks
SGTMAJ	FY16 USMC SSGT-SgtMaj Promotion	20	MGSgt	Avn	F	Res	16-Oct-15	27-Oct-15	27-Jan-16	7 Weeks
SGTMAJ	FY16 USMC SSGT-SgtMaj Promotion	13	SgtMaj	8999		ACTIVE	8-Jan-16	20-Jan-16	20-Apr-16	8 Weeks
SGTMAJ	FY16 USMC SSGT-SgtMaj Promotion	13	SgtMaj	8999		Res	25-Mar-16	6-Apr-16	6-Jun-16	1 Week

Enclosure (7)

BOARD MEMBERSHIP QUESTIONNAIRE

Modified 20140915

This form is intended to provide boards with an update of military and civilian skills and qualifications which may not be reflected in your Official Military Personnel Files (OMPF). It is to be completed by all officers and staff noncommissioned officers of the Selected Marine Corps, Select Marine Corps Reserve, Individual Ready Reserve, Active Reserve, Mobilization Training Units, and Individual Mobilization Augmentees, when required.

This form can be submitted as part of an individual's package submission to boards, but will not be used to update OMPF information. Marines should conduct a separate audit of their records to ensure that all of their skills and qualifications are accurately reflected in the Marine Corps manpower system. Information on ordering OMPFs and Master Brief Sheets is available at www.manpower.usmc.mil /Manpower Management/Support Branch. Additional career information is located on Marine On-Line at <https://www.mol.usmc.mil> and at www.manpower.usmc.mil /Reserve Affairs.

In order to obtain your latest official OMPF photo log into MOL (<https://tfas.mol.usmc.mil/MOL/UserHomeEntry.do>) select the My OMPF tab. Once in the OMPF section select the Photo tab. You will have to manually save the photo to your computer; once this is done you must insert the photo and resize it to fit the box provided.

Naming and File saving convention: Lastname.mm.yyyy (example.07.2013); when submitting completed form via email ensure last name and year are contained in the subject of the email along with the board applying for if known.

For further assistance the MFR Boards manager can be reached at (504) 697-7277/75/76/65 or MFR_Sourcing@USMC.mil. Any communication with the MFR boards' manager should be relayed to your chain of command.

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552A)

This 5 U.S. Code, Section 301, is the basis for requesting this information. Executive Order 9397 of 22 November 1943 authorizes the use of your Social Security Number. The purpose of this form is to produce an up-to-date summary of your skills and qualifications for inclusion in your official records at Headquarters, Marine Corps. The information is used by personnel who are authorized to screen your record for consideration for promotion and military assignments. Your Social Security Number is used for purposes of individual identification only. Providing this information is voluntary on your part; failure to provide the information would preclude up-to-date information on your skills and qualifications from being available in your official case files, and may hamper your chances for future military assignments and promotions. Disclosure of your Social Security Number is mandatory.

(Insert your latest official photo
from your OMPF here)

BOARD MEMBERSHIP QUESTIONNAIRE

MFR VERSION 9-14

NAME (Last, First, MI):	AGE	SEX	RANK	DOR	PMOS	AMOS	BMOS
	CURRENT MILITARY DUTY (billet/unit):			RACE		ARE YOU COMMAND SCREENED? Y/N If yes please provide letter.	
				PERSONAL APPEARANCE			
				Height:	Weight:	Body Fat %:	PFT CFT Score/Date:
EDIPI:				CIVILIAN OCCUPATION (job, description of duties):			
HOME ADDRESS:							
PHONE:	(C) (xxx) xxx-xxxx (H/W) (xxx) xxx-xxxx						
E-MAIL:							
CIVILIAN EDUCATION (school/date completed):				MILITARY EDUCATION (school/date completed):			
PERSONAL DECORATIONS (award/date received):							
BOARD APPLYING FOR or PERIOD OF AVAILABILITY				LINE # (Admin use only)		CONVENE DATE (Admin use only)	
TOTAL CAREER ACDU POINTS (CRCR, if applicable):							
MANDATORY RETIREMENT DATE							

Previous HQMC Promotion/Selection Board Experience (period) (Board, board billets i.e. recorder, pres, member, etc.)	
MILITARY CAREER EXPERIENCE SUMMARY (period) (billet, unit, Active/Reserve)	
Do you have any Adverse Fitness Reports? (Failure to answer will disqualify for any board)	
NO ADVERSE FITREPS	
REMARKS (Include community activities, civilian skills beneficial to military service, etc):	
SIGNATURE (if paper copy is submitted):	DATE COMPLETED:

CMC SELECTION BOARDS STATEMENT OF UNDERSTANDING

I _____, am volunteering for _____
CMC Selection Board. I fully understand the following requirements:

- 1) I understand that the future of our Corps requires that we select the best Marines for promotion, retention, school, or command, and by volunteering for said board I am committing myself for the specified time period unless otherwise modified by HQMC or MARFORRES. Once selected as a member or recorder for a selection board, I understand that this assignment, with the exception of an involuntary unit activation, will take precedence over other potential assignments, whether military or civilian in nature. _____ (Initials)
- 2) If I am approved to attend a board by HQMC, and a situation arises which will prevent me from completing my previously agreed upon Board assignment, I will notify my immediate chain of command at least 30 days in advance prior to the convening of the Board. I further understand that the authority to relieve me from my duties on the appointed Board rests solely with the Commander, MARFORRES. _____ (Initials)
- 3) I understand that the time frames for the Board duration are approximate, and the actual board may be extended or shortened at the discretion of the Board President, or Sponsor, during the conduct of the board. _____ (Initials)
 - a. I understand that if the Board is extended, my orders will be modified and I will remain on orders until the completion of the Board. _____ (Initials)
 - b. I understand that if the Board is shortened, my orders will be modified to expire earlier than originally issued. _____ (Initials)

(Full Name and Rank)

(Date)

(Signature)